



Code of Conduct

VERSION 1- CaNSCC-
1.1.2025

for Coolum District Coast Care Group
trading as Coolum & North Shore Coast Care

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Coolum & North Shore Coast Care while undertaking any role or activity related to Coolum & North Shore Coast Care.

PURPOSE The Code of Conduct contains standards of behaviour expected at Coolum & North Shore Coast Care. It is a central guide and reference to support day-to-day decision making and reflects the purpose, mission and values of Coolum & North Shore Coast Care.

OUR PRINCIPLES The Code of Conduct is based on the following fundamental ethical principles:

I. RESPECT FOR THE LAW

Coolum & North Shore Coast Care members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

II. RESPECT FOR ALL PERSONS

Coolum & North Shore Coast Care recognises that its primary responsibility is to Coolum & North Shore Coast Care members however, Coolum & North Shore Coast Care commits to treat all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own;
- Courtesy and responsiveness in dealing with others;
- Fairness in supervising and dealing with other members;
- Making decisions that are procedurally fair to all people according to the principles of natural justice;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- An awareness and respect for cultural difference;
- Allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation; and

- Not engaging in conduct likely to bring discredit upon Coolum & North Shore Coast Care.

III. **INTEGRITY**

Coolum & North Shore Coast Care members should carry out their duties in the best interests of Coolum & North Shore Coast Care and avoid conflicts between their private interests and their Coolum & North Shore Coast Care responsibilities with respect to:

- Personal relationships;
- Financial relationships;
- Receipt of gifts;
- Outside work;
- Use of confidential information obtained in the course of Coolum & North Shore Coast Care duties; and
- External activities and public comment.

IV. **DILIGENCE**

Coolum & North Shore Coast Care members should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interest of Coolum & North Shore Coast Care;
- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in Coolum & North Shore Coast Care-related activities; and
- Executive Committee members have an obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.

V. **CONFLICT OF INTEREST**

Coolum & North Shore Coast Care members must declare interests which conflict, either perceived or actual, with Coolum & North Shore Coast Care duties and activities. Members must not allow personal interests, or the interests of any associated person, to conflict with the interests of Coolum & North Shore Coast Care.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

VI. CONFIDENTIALITY

Coolum & North Shore Coast Care acknowledges that confidential information received in the course of the exercise of official duties remains the property of Coolum & North Shore Coast Care.

In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by Coolum & North Shore Coast Care or the person from whom the information is provided, or is required by law.

Documents and information of Coolum & North Shore Coast Care should be placed in secure locations where possible and sensitive information should not be distributed without the Chairperson's consent.

GRIEVANCES, COMPLAINTS AND PROCEDURES

Breaches of this Code of Conduct or other policies of Coolum & North Shore Coast Care will be addressed by way of the Grievance Policy.

Coolum & North Shore Coast Care members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

AUTHORISATION:

This version was approved on: 6/02/2025
This version takes effect on: 6/02/2025
Authorised by: Executive Committee
President: Leigh Warneminde
President's signature: 